

Employee Performance Appraisal

Employee Name: _____ Employee No. _____

Transit Organization: _____

Job Title: _____ Evaluation Date: _____

THIS EMPLOYEE PERFORMANCE APPRAISAL SYSTEM IS DESIGNED TO HELP CLARIFY JOB EXPECTATIONS BETWEEN SUPERVISOR AND EMPLOYEE, TO FORMALLY ACKNOWLEDGE LEVELS OF PERFORMANCE, TO PROVIDE FEEDBACK ON PERFORMANCE, TO FACILITATE COUNSELING AS NECESSARY, AND TO ESTABLISH GOALS AND IDENTIFY MEASURES THE EMPLOYEE NEEDS TO TAKE IF IMPROVEMENT IS NEEDED.

IF THE EMPLOYEE BEING EVALUATED IS A DRIVER, THIS EMPLOYEE PERFORMANCE APPRAISAL FORM SHOULD BE USED IN CONJUNCTION WITH THE BEHIND-THE-WHEEL “DRIVER EVALUATION AND COACHING DOCUMENTATION” FORM FOR A COMPLETE EVALUATION AND APPRAISAL PROCESS.

Instructions:

The appropriate supervisor will comment on the employee's performance for each area of responsibility listed. The rating is the supervisor's judgment of the employee's performance level. The supervisor will make comments and place an (X) by the rating which most accurately describes the employee's performance. Definitions for terms used in the rating scale are as follows:

| | |
|--------------------|---|
| Excellent: | During this appraisal period the employee has consistently performed in an outstanding manner and beyond the requirements of the job. |
| Good: | During this appraisal period the employee has consistently met the requirements of the job. |
| Needs improvement: | During this appraisal period the employee has needed further guidance (e.g., training, counseling, reminders because performance has on occasion fallen below the requirements of the job). |
| Unsatisfactory: | During this appraisal period the employee clearly did not meet the requirements of the job which necessitated initiating corrective action and discipline. |

Employee Performance Appraisal

For _____
(employee name)

| Responsibilities | Comments | Rating |
|---|----------|---|
| <p>1. Reports to work on-time & fit for duty</p> <ul style="list-style-type: none"> • Arrives at work prior to assigned time • Well rested, cool, calm, in control • Free of substances that may affect performance | | <p>() Excellent</p> <p>() Good</p> <p>() Needs Improvement</p> <p>() Unsatisfactory</p> |
| <p>2. Practices safety in all work activities</p> <ul style="list-style-type: none"> • Follows safety rules • Drive defensively • Performs all safety checks • Cares for elderly and people with disabilities • Responds well to emergencies | | <p>() Excellent</p> <p>() Good</p> <p>() Needs Improvement</p> <p>() Unsatisfactory</p> |
| <p>3. Demonstrates a high level of skills on the job</p> <ul style="list-style-type: none"> • Professionalism • High standards • Takes training seriously • Takes performance review, coaching, counseling seriously | | <p>() Excellent</p> <p>() Good</p> <p>() Needs Improvement</p> <p>() Unsatisfactory</p> |
| <p>4. Respects the property of the agency and co-workers</p> <ul style="list-style-type: none"> • Cares for equipment • Performs all inspections • Keeps work area clean • No violation of other's personal property | | <p>() Excellent</p> <p>() Good</p> <p>() Needs Improvement</p> <p>() Unsatisfactory</p> |

| | | |
|--|-----------------|--|
| Employee Name: _____ | | |
| Responsibilities | Comments | Rating |
| 5. Treats co-workers with dignity & respect <ul style="list-style-type: none"> • Respects diversity • Friendly at work • Polite in communication • Respects confidentiality | | <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| 6. Treats customers with dignity & respect <ul style="list-style-type: none"> • Treats customers with respect • Respectful / helpful • Listens and answers question politely • Provides required assistance | | <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |
| 7. Presents a positive image of the agency when performing job duties <ul style="list-style-type: none"> • Professionalism • Neat / clean • Uniform / appropriate dress • Solves problems • Improves morale | | <input type="radio"/> Excellent <input type="radio"/> Good <input type="radio"/> Needs Improvement <input type="radio"/> Unsatisfactory |

Employee Performance Appraisal

EMPLOYEE NAME: _____ EMPLOYEE NO.: _____

JOB TITLE : _____ DATE OF HIRE: _____

TRANSIT ORGANIZATION: _____

EVALUATION DATE: _____ LAST EVALUATION DATE: _____

OVERALL EVALUATION

() EXCELLENT

() GOOD

() NEEDS IMPROVEMENT

() UNSATISFACTORY

Evaluator comments: _____

Employee Comments: _____

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____